

# OFFICE OF THE SHERIFF

Clay County, Florida

Darryl Daniels, Sheriff

“Selfless service for all.”

## JOB NOTICE

**Date:** March 19, 2020  
**Position:** Continuous Improvement Coordinator  
**Reports To:** Strategic Planning Manager  
**Salary:** \$36,785.00 annually  
**Deadline to Apply:** Until Filled

Specific duties may include, but are not limited to:

- Assist in the continuous updating of the agency’s strategic plan
- Assist in the development of agency members through continuous improvement training
- Apply, teach, and skillfully use techniques for quality improvement, outcomes measurement, and statistical analysis
- Administer the employee suggestion program
- Instruct New Hires training for continuous improvement and customer service
- Plan, facilitate, implement, and follow-up for continuous improvement and innovation projects
- Facilitate Focus Groups and Rapid Improvement Events
- Demonstrate problem solving and teambuilding skills in order to ensure a productive work environment and achievement of goals
- Perform additional duties, which may be required from time to time

Minimum qualifications: Must have at least an AA degree. Green Belt in Lean Six Sigma required. 3 – 5 years of progressively responsible experience in the areas of data collection and assessment, strategic planning, employee improvement programs, project management, and continuous improvement or quality control. Also, must have excellent communications skills – verbal & written, excellent interpersonal skills, excellent presentation or public speaking skills, excellent computer/technology skills, excellent team building skills and excellent analytical, problem solving and time management skills.

Benefits: Florida Retirement System, full suite of very affordable health/dental/vision benefits, ancillary insurance policies, college reimbursement, and more!

If you are interested in this position, please submit your completed application and resume to [apply@claysheriff.com](mailto:apply@claysheriff.com) by the deadline date.

This posting has been reviewed by Human Resources and found to be job related and non-discriminatory.

Our Community, Our County, Our Responsibility...  
*We're All In This Together*  
*Equal Opportunity Employer & Drug Free Workplace*